



It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

CALIFORNIA STATE GOVERNMENT - An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, medical condition, religious or political affiliation, age or sexual orientation.

**OPEN SPOT EXAMINATION
FOR
STATE AND CONSUMER SERVICES AGENCY
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
FAIR EMPLOYMENT AND HOUSING COUNSEL
SACRAMENTO LEGAL OFFICE**

HOW TO APPLY: THIS IS A ONE-DAY FILE-IN-PERSON EXAMINATION. EACH APPLICANT MUST APPEAR IN PERSON ON September 3, 2004, BETWEEN THE HOURS OF 8:00 A.M. AND 1:00 P.M. AT THE FOLLOWING LOCATION:

Department of Fair Employment and Housing
2014 T Street, Suite 210
Sacramento, CA 95814
Attn: Testing Office

APPLICANTS WILL BE REQUIRED TO SHOW EITHER A PHOTO IDENTIFICATION CARD OR TWO FORMS OF SIGNED IDENTIFICATION WHEN THE EXAMINATION APPLICATION (STD. 678) IS TURNED IN. APPLICATIONS MAILED OR PERSONALLY DELIVERED BEFORE OF AFTER THE DATE AND TIME NOTED ABOVE WILL NOT BE ACCEPTED FOR ANY REASON. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

SPECIAL TESTING: If you have a disability and need special testing arrangements, mark the appropriate box in item 2 of the "Application for Examination." You will be contacted to make specific arrangements.

SALARY RANGE: Range A: \$3834-\$4208
Range B: \$4414-\$4847
Range C: \$5320-\$6433
Range D: \$5988-\$7386

This is an open examination. Applications will not be accepted on a promotional basis. Career Credits do not apply.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

ALL LEVELS: All candidates must have membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.) Special experience is defined as that experience in the practice of law* dealing with one or more of the following: discrimination law, labor relations law, housing and public accommodation law or industrial relations law that will have provided a knowledge and understanding of the special problems and laws associated with securing protection of the law to persons in the labor market

Membership in The State Bar of California. (Applicants must have active membership in The State Bar of California before they will be eligible for appointment. Applicants who are not members of The State Bar of California but who are eligible to take The California State Bar examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The State Bar.)

THE POSITION

This is a recruitment and development class for persons qualified to practice law in the State of California. Incumbents assigned to Range A perform the least difficult professional legal work in the Department of Fair Employment and Housing. Based upon the appropriate alternate range criteria, incumbents advance to Range B, C and D and are assigned progressively more difficult professional legal work as their competence increases. Incumbents assigned to Range D are assigned the more complex and sensitive legal work in the Department and may serve in a lead capacity over lower level legal staff.

EXAMINATION INFORMATION: This examination utilizes an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out the application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit indicated on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to focus on the type of information that will be useful to the staff conducting the evaluation.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

SUPPLEMENTAL APPLICATION: In addition to the evaluation of each candidate's experience and education to a standard developed from the class specification, competitors will be required to complete a supplemental application designed to explore education and experience related to the Fair Employment and Housing Counsel classification. The supplemental application will be sent to all persons who meet the requirements for admittance to this examination. **PERSONS WHO DO NOT RETURN THE COMPLETED SUPPLEMENTAL APPLICATION WILL BE CONSIDERED TO HAVE WITHDRAWN FROM THE EXAMINATION AND WILL NOT BE ELIGIBLE FOR APPOINTMENT.**

SUPPLEMENTAL APPLICATION – WEIGHTED PASS/FAIL

Scope:

In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each candidate's

- A. Knowledge of:
1. Legal principles and practice with particular reference to discrimination law.
 2. Labor relations law, housing and public accommodation law, industrial relations law; legal research methods, court procedures, and rules of evidence and procedure.
 3. Administrative law and the conduct of proceedings before administrative bodies.
 4. Legal terms and forms in common use.
 5. Statutory and case law administered or enforced by and the purpose.
 6. Organization and procedures of the Department of Fair Employment and Housing and the Fair Employment and Housing Commission.
 7. Obligations of public officials and administrative boards and agencies.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

- B. Ability to:
1. Analyze legal principles and precedents and to apply them to complex legal and administrative problems.
 2. Perform and direct legal research.
 3. Present statements of fact, law, and argument clearly and logically in written and oral form.
 4. Interpret, analyze, and draft opinions, pleadings, rulings, regulations, and legislation.
 5. Negotiate effectively; recognize the special legal problems of employee/employer relations and protective labor laws.
 6. Effectively plan and engage in discovery, including depositions and interrogatories, and to compel production or attendance of/at same.
 7. Independently prepare and present difficult and complex cases before boards, commissions, trial courts, and appellate courts.
 8. Organize and direct the work of clerical staff, professional assistants, and lower level attorneys.

ELIGIBLE LIST INFORMATION: A departmental open eligible list will be established for the Department of Fair Employment and Housing. The list will be abolished 24 months after it is established unless the needs of the Department and conditions of the list warrant a change in this period.

Veterans preference credit is not granted in this examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact Human Resources at (916) 227-2892 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact Human Resources at (916) 227-2892 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules, and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete in promotional examinations. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental Human Resources offices or at the Information Counter of State Personnel Board offices.

High School Equivalence: Equivalency to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have an education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is the Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
California Relay (Telephone) Service for the Deaf or Hearing-Impaired: from TDD phones 1-800-735-2929, and from voice phone 1-800-735-2922.